



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 18, 2013

Amanda Lindsay
3234 E. Shawnee Ave
Des Moines, IA 50317

Dear Ms Lindsay,

This letter is in regards to the November 12, 2013 compliance check of your Category B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

A land line is no longer required, a cell phone is sufficient. If you get rid of your land line, all emergency and contact numbers indicated above MUST be programmed into the cell phone. Additionally, you can also post these numbers in writing.

☐ 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

☐ 110.5(1)e All accessible electrical outlets are safely capped.

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

You indicated that you had these plans and simply needed to re-hang them by the primary and secondary exits to the home. In the event that you cannot locate the plan, you will need to create a new one which includes a floor plan and written emergency instructions. In the form that were left for your during the spot check there is an Evacuation Plan on page 14

that you can use to reference. This page has a website at the bottom for Polk County Assessors and you can print a floor plan of the house off and use this as your map to make things easier.

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

Use the form on page 8 titled Emergency Drill Record. You can also test smoke alarms and document those on this sheet. It is suggested that you keep this form on your refrigerator or another easily accessible location which makes it convenient to remember to practice and test.

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

You will need to obtain a larger fire extinguisher, the one you have is too small. Extinguishers can be purchased at Wal-Mart, Menards, Home Depot and similar stores.

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

A smoke detector needs to be added to the front living room where the children's play area is.

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov.

☐ 110.5(1)s The provider has completed training in CPR for infants, toddlers, and children. Documentation of current certification is on file.

You indicated you are certified but could not locate your certificate. You will need to find your certification and place it in your provider file or an obvious location that is easily accessible. If you are unable to locate your certification you will need to re-take the course. If you are required to re-take, please make sure you take a class that is for infants, toddlers, and children. Please contact Child Care Resource and Referral at 1-800-722-7619 for information about classes.

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

You will need to have specific guidelines for things like vomiting, diarrhea, and fever. Indicating that children experiencing these issues cannot come to daycare for 24 hours.

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

Please reference page 11 to create this document. I would suggest adding this sheet and your written policy about caring for mildly ill children in a contract. You did not have a contract at the time of the spot check and the code does not require one, but I find it helpful in protecting your business and assisting parents in knowing how you operate your business. I have included some sample contracts that you can use to create your own.

110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Anyone 18 or older that lives in the residence will need to complete a health physical every two years. I have included the new documentation that is now required as of November 1, 2013. I have also included the new required form for pets receiving veterinary visits attached to this document. h

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

If you cannot locate your certificate you will need to re-do the class. You can take it online and this website can be found on page 16 of the packet.

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

☐ 110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

☐ 110.5(2)b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

Please make sure all training certificates and provider information is organized in a provider file or binder for easy access.

☐ 110.5(4) The certificate of registration is displayed in a conspicuous place.

110.5(8) **Children's Files**

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations on or before December 23, 2013.**

x ☐ Based on the items out of compliance listed above, you will be required to have a re-check or follow-up visit to your home. This visit will occur on or after January 6, 2014.

☐ Based on the items out of compliance listed above, a re-check or follow-up visit to your home is not necessary. However, it is essential you come into complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: December 23, 2013.

X _____
Signature Date

Please call me if you have any further questions.

Sincerely,

Melissa Crawford
Child Development Home Compliance Checks
DHS, Dallas County
210 N. 10th Street
Adel, IA 50003
(515) 993-1742 (ph)
(515-) 564-4033 (f)

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at (Text field for phone).

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).